

Update
Undergraduate
Program of
Study/Curriculum


Step 1: Go into your MyESU Portal.

Step 2: Click on the eWarrior tab. You will see information below.

Step 3: Beside each button is a brief description on what can be done. Choose the button that corresponds with what you are trying to do.

Change My Undergraduate Program of Study/Curriculum

NEW



Undergraduate Program of Study/Curriculum

Click here to:

Add a major	Add Major (Keep Current Major and Add a New Major)
Change Major	Change Major (Drop Current Major and Add a New Major)
Add Minor	Add Minor (Keep Current Minor and Add a New Minor)
Change Minor	Change Minor (Drop Current Minor and Add a New Minor)
Add Concentration	Add Concentration (Keep Current Concentration and Add a New Concentration)
Change Concentration	Change Concentration (Drop Current Concentration and Add a New Concentration)
Drop Major	Drop a Major (Cannot Drop if only one Major)
Drop Minor	Drop a Minor (Drop a Current Minor)
Drop Concentration	Drop a Concentration (Drop a Current Concentration)

Before an academic program/curriculum change is completed, a student's academic record will be evaluated. Entrance into certain majors may be subject to enrollment constraints and GPA requirements. Students changing from one major/minor/concentration to another may discover that some of their credits are not applicable to the new curriculum requested. It is suggested that students continue to work with the current and new departments on ways to maximize all coursework completed. Please also utilize your [degree audit](#) to keep track of your degree progress. All program changes should be requested prior to applying for graduation.

If you have any questions, please contact the [Registrar](#)

ADDING A MAJOR

Use to keep your current major and add a new major

Step 1: Once you hit the add a major button you will be directed to this page.

Step 2: Click the down arrow by Please Select a New Major.



Add Major

Change Undergraduate Program of Study Request

Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
NS-CPSC-BS	AS	CPSC	BS	CPSC	Computer Science	NONE	NONE	M
				Minor Code	Minor			
				None	None			

Next Step: Please Choose your New Major from the Drop Down List below, your current Major(s) will not change

Please Select New Major:

Cancel Request

Step 3: If the Major you are selecting has a concentration, you will be required to select a concentration before you continue.



Next Step: Please use the Drop Down List below to Choose a New Concentration

Please Select New Major:

NS-BIOL-BS Biology Main Campus (200 Prospect St) ▼

Cancel Request

Please select New Concentration:

- Select Concentration - ▼

Please Select New Major:

Cancel Request

NS-BIOL-BS Biology Main Campus (200 Prospect St) ▼

Please select New Concentration:

Bio/Secondary Educ Concentrati ▼

Change Major Request

Program	College	Department	Degree	Major	Concentration
NS-BIOL-BS	AS	BIOL	BS	Biology	BIED

Comments

Comments:

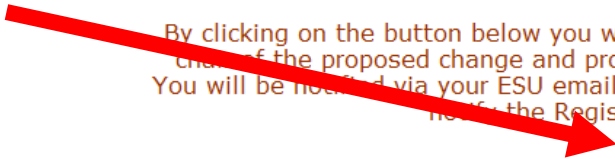
Please supply any additional information that will help the Department Chairperson approve this request:

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

Done

Step 4: After you select a major and concentration (if required), you will click on the green button that says click here to begin process



CHANGING A MAJOR

Use to drop a current major and add a new major


Step 1: Once you hit the change of major button you will be directed to this page.

Step 2: If you have more than one major, you will click on Select by the major you want to change.

Change Major
Change Undergraduate Program of Study Request

	Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
Select	NS-CPSC-BS	AS	CPSC	BS	CPSC	Computer Science	NONE	NONE	M

Minor Code	Minor
None	None



Next Step: Please Click The Select Button next to the Major you want to change

Step 3: You will get the information below. Click the down arrow key.

Step 4: Select the major that you want to add or change.

Next Step: Please Use Drop Down List below to Choose New Major:

Major to be Changed: Computer Science

Please Select New Major:

Cancel Request

Select Major



Step 5: If the Major you are selecting has a concentration, you will be required to select a concentration before you continue.

Next Step: Please use the Drop Down List below to Choose a New Concentration

Major to be Changed: Computer Science

Please Select New Major:

Cancel Request

NS-BIOL-BS Biology Main Campus (200 Prospect St)



Please select New Concentration:

- Select Concentration -



Please Select New Major:

Cancel Request

NS-BIOL-BS Biology Main Campus (200 Prospect St)

Please select New Concentration:

Bio/Secondary Educ Concentrati

Change Major Request

Program	College	Department	Degree	Major	Concentration
NS-BIOL-BS	AS	BIOL	BS	Biology	BIED

Comments

Comments:

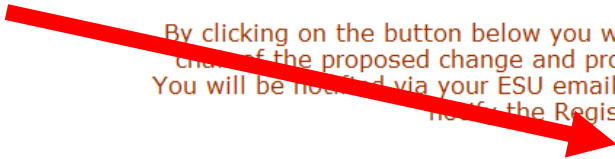
Please supply any additional information that will help the Department Chairperson approve this request:

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

Done

Step 6: After you select a major and concentration (if required), you will click on the green button that says click here to begin process



ADDING A MINOR

Use to keep current minor and add a new minor

Step 1: Once you hit the add a minor button you will be directed to this page.

Step 2: Choose the minor you want to add from drop down menu.



Select Minor

Add Minor

Change Undergraduate Program of Study Request

Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
NS-CPSC-BS	AS	CPSC	BS	CPSC	Computer Science	NONE	NONE	M
Minor Code	Minor							
None	None							

Next Step: Please Choose your New Minor from the Drop Down List below, your current Minor(s) will not change:

Cancel Request



Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Step 2: After you select a minor you will click on the green button that says click here to begin process.

Chemistry

Cancel Request

Add New Minor - Request

Minor Code	Minor
CHEM	Chemistry

Please supply any additional information that will help the Department Chairperson approve this request:

Comments

Comments:

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

CHANGING A MINOR

Use to drop a current minor and add a new minor

Step 1: Once you hit the change a minor button you will be directed to this page.

Step 2: If you have more than one minor, you will click on Select by the minor you want to change.

Step 3: Choose the minor you want to change to from drop down menu.



Add Minor

Change Undergraduate Program of Study Request

Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
NS-CPSC-BS	AS	CPSC	BS	CPSC	Computer Science	NONE	NONE	M

	Minor Code	Minor
Select	None	None



Next Step: Please Choose your New Minor from the Drop Down List below, your current Minor(s) will not change:

Cancel Request

Select Minor





Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Step 4: After you select a minor you will click on the green button that says click here to begin process.

Chemistry

Cancel Request

Add New Minor - Request

Minor Code	Minor
CHEM	Chemistry

Please supply any additional information that will help the Department Chairperson approve this request:

Comments:

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

ADDING A CONCENTRATION

Use to keep current concentration and add a new concentration

Step 1: Once you hit the add a concentration button you will be directed to this page.

Step 2: Select the major that you want to add the concentration to.

Add Concentration

Change Undergraduate Program of Study Request

	Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
Select	MT-HRTM-BS	BM	HRTM	BS	HRTM	Hotel Rest and Tourism Mgmt	TMGT	Tourism Management Concentrati	M
Select	MT-HRTM-BS	BM	HRTM	BS	HRTM	Hotel Rest and Tourism Mgmt	HMGT	Hotel Management Concentration	M

Minor Code	Minor
None	None

Next Step: Please Select the Major to which you want to Add a Concentration:

Cancel Request

Step 3: You will get the information below. Click the down arrow key.

Step 4: Select the concentration that you want to add or change.



Next Step: Please use the Drop Down List to Choose a New Concentration

Major / Concentration Selected: Hotel Rest and Tourism Mgmt - Tourism Management C

Cancel Request

Please select New Concentration:

- Select Concentration -



Please select New Concentration:

Restaurant Management Concentr

Add New Concentration - Request

Program	College	Department	Degree	Major	Concentration
MT-HRTM-BS	BM	HRTM	BS	Hotel Rest and Tourism Mgmt	RMGT

Please supply any additional information that will help the Department Chairperson approve this request:

Comments

Comments:

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

Step 5: After you select a concentration you will click on the green button that says click here to begin process

CHANGING A CONCENTRATION

Use to drop current concentration and add a new concentration

Step 1: Once you hit the change concentration button you will be directed to this page.

Step 2: If you have more than one concentration, you will click on Select by the major you want to change.



Change Concentration
Change Undergraduate Program of Study Request

	Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
Select	NS-PSYC-BS	AS	PSY	BS	PSYC	Psychology	PSYA	Applied Concentration	M
					Minor Code	Minor			
					None	None			

Next Step: Please Select the Major / Concentration you want to Change:

Cancel Request

Step 3: You will get the information below. Click the down arrow key.

Step 4: Select the concentration that you want to add or change.

Next Step: Please use the Drop Down List to Choose a New Concentration

Major / Concentration Selected: Psychology - Applied Concentration

Cancel Request

Please select New Concentration:

- Select Concentration -



Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Major / Concentration Selected: Psychology - Applied Concentration

Cancel Request

Please select New Concentration:

Research Concentration

Change Concentration - Request

Program	College	Department	Degree	Major	Concentration
NS-PSYC-BS	AS	PSY	BS	Psychology	PSYR

Comments

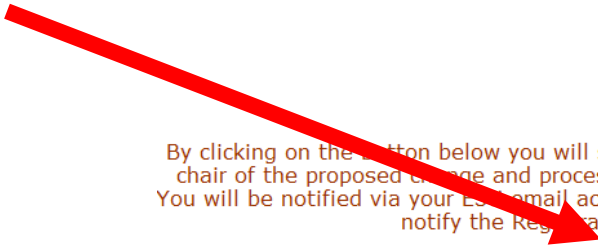
Comments:

Please supply any additional information that will help the Department Chairperson approve this request:

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

Step 5: After you select a major and concentration (if required), you will click on the green button that says click here to begin process



DROP A MAJOR

Use for dropping a second major

Step 1: Once you hit the drop a major button you will be directed to this page.

Step 2: Select the major that you want to drop.



Drop Major

Change Undergraduate Program of Study Request

	Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
Select	MG-BMGT-BS	BM	MGT	BS	BMGT	Business Management	BMMK	Marketing Conc (Bus Mgmt)	M
Select	MG-BMGT-BS	BM	MGT	BS	BMGT	Business Management	BMFI	Finance Conc (Bus Mgmt)	M
Select	AL-MLFR-BA	AS	MLNG	BA	MLFR	French	NONE	NONE	M

Minor Code	Minor
None	None

Next Step: Please Select the Major you want to Drop:

Cancel Request

Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Major to be Dropped: French

Cancel Request

Step 3: If information is correct, select Click here to Begin Process.

Drop Major - Request

Program	College	Department	Degree	Major	Concentration
AL-MLFR-BA	AS	MLNG	BA	French	NONE

Please supply any additional information that will help the Department Chairperson approve this request.

Comments:

By clicking on the button below you will initiate the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

DROP A MINOR

Use to drop a current minor

Step 1: Once you hit the drop a minor button you will be directed to this page.

Step 2: If you have more than one minor, you will click on Select by the minor you want to drop.



Drop Minor

Change Undergraduate Program of Study Request

Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
SS-SOCL-BA	AS	SOC	BA	SOCL	Sociology	NONE	NONE	M
				Minor Code	Minor			
				<input type="button" value="Select"/>	SWRK	Social Work Minor		
				<input type="button" value="Select"/>	CJUS	Criminal Justice		



Next Step: Please Click The Select Button next to the Minor you want to Drop:



Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Minor to be Dropped: Social Work Minor

Cancel Request

Step 3: If information is correct, select Click here to Begin Process

Drop Minor - Request

Minor Code	Minor
SWRK	Social Work Minor

Please supply any additional information that will help the Department Chairperson approve this request:

Comments:

By clicking on the button below, you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS

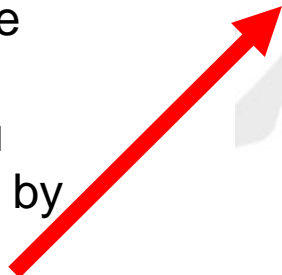


DROP A CONCENTRATION

Use to drop a concentration

Step 1: Once you hit the drop a concentration button you will be directed to this page.

Step 2: If you have more than one concentration, you will click on Select by the concentration you want to drop.



Drop Concentration

Change Undergraduate Program of Study Request

	Program	College	Dept	Degree	Major Code	Major	Conc Code	Concentration	Campus
Select	MG-BMGT-BS	BM	MGT	BS	BMGT	Business Management	BMMK	Marketing Conc (Bus Mgmt)	M
Select	MG-BMGT-BS	BM	MGT	BS	BMGT	Business Management	BMFI	Finance Conc (Bus Mgmt)	M
Select	AL-MLFR-BA	AS	MLNG	BA	MLFR	French	NONE	NONE	M

Minor Code	Minor
None	None

Next Step: Please Select the Major / Concentration you want to Drop:

Cancel Request

Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Concentration to be Dropped: Marketing Conc (Bus Mgmt)

Cancel Request

Step 3: If information is correct, select Click here to Begin Process

Drop Concentration - Request

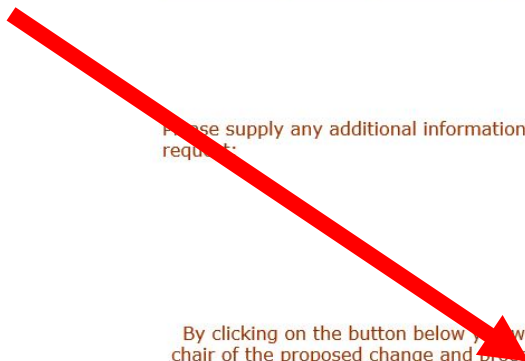
Program	College	Department	Degree	Major	Concentration
MG-BMGT-BS	BM	MGT	BS	Business Management	BMMK

Please supply any additional information that will help the Department Chairperson approve this request.

Comments:

By clicking on the button below, you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS



After choosing click here to begin process you will receive an email at your ESU email address detailing what you are requesting.

Please allow 5 business days to process the request.

When the process is complete you will get an email notifying you of completion.

You can cancel your request by email to records@esu.edu